

Monday's Meal Coordinator
Menomonie United Methodist Church
2703 Bongey Drive
Menomonie, Wisconsin 54751

Application: Accepted now through August 1, 2023

Position Term: September 11, 2023 through August 31, 2024

General Description

The Coordinator of Monday's Meal at the United Methodist Church (UMC) is a half-time (15-20 hours/week) AmeriCorps position, administered through the Marshfield Clinic Health System (MCHS) Community Corps. The Coordinator works closely with volunteers and UMC staff to provide a healthful meal on Monday evenings for the Menomonie community. The UMC Pastor or designee serves as the immediate supervisor.

Benefits

The half-time position pays a total annual stipend of \$10,750 on a bi-weekly basis while serving, and provides an Education Award of \$3,447.50 upon successful completion of the term. Other benefits are offered consistent with MCHS Community Corps. The position offers opportunity for combining education and practical experiences in nutrition/dietetics, restaurant management and closely related fields.

Requirements

Must be 17 years of age by the start date, and have a High School Diploma or GED certificate.

Must be a U.S. citizen, U.S. National or legal permanent resident alien of the United States.

Must be able to pass a confidential background check, and complete all other paperwork as required by the UMC and AmeriCorps/ MCHS Community Corps.

Must attend orientation on September 11-15, 2023 and midterm training in spring 2024.

Responsibilities

The Coordinator performs a variety of responsibilities essential for planning, organizing, and successfully implementing the meal program. Responsibilities include but are not limited to: quantity meal planning, food procurement, costing/budgeting, preparation and service; overseeing safe food handling, kitchen and equipment safety and sanitation; effective communicating with and providing guidance to volunteers; close communication with UMC staff for publicizing and implementing the program; and record keeping and reporting. The Coordinator may be required to perform tasks including constant standing, lifting up to 40 lbs unassisted, reaching and repetitive motion tasks including arms and hands, handling sharp objects and physical activity that may be demanding at times. The work environment may be slippery or have variable walking surfaces at times.

Qualifications and Skills/Abilities

College level coursework in quantity meal planning, food production and sanitation, or food service experience including meal planning, production and sanitation.

Comfortable with planning nutritious, cost effective meals, and with hands-on approaches in meal preparation and service, including cooking, prepping, cleaning and other duties.

Effective oral and written communications skills, and ability to plan, organize, and work effectively others to implement the program.

Ability to work independently, reliability, accurate record keeping, and proficiency in mathematical computation and language usage are essential for this position.

ServSafe certification is desirable.

To Apply: Submit cover letter, resume, two letters of recommendation, and High School/GED certificate or college transcripts to:

Wendy Slaback, Pastor, United Methodist Church, 2703 Bongey Drive, Menomonie, WI 54751

Questions: Contact Pastor Wendy Slaback: **Phone** — 715-235-0654 **Email** — pastor@menomonieumc.org